



**COMMUNITY DEVELOPMENT DEPARTMENT**  
**Building & Safety Inspection Division**  
221 West Pine St./PO Box 3006, Lodi, CA 95241-1910  
(209) 333-6714

## ***Plan Submittal – Commercial Coaches***

Policy and Procedure No.: **B-04-20**

August 2008

### **Purpose**

This handout establishes a procedure for the installation of commercial coaches permitted for use as temporary classrooms, offices and for commercial/industrial use. It shall be reviewed prior to submittal of any plans and before commencing any work.

### **Background**

Health and Safety Code Section 18551 establishes regulations for the installation of commercial coaches. The California State Department of Housing and Community Development (HCD) administer the construction and inspection of such units for compliance with their adopted building codes and accessibility standards.

### **Enforcement**

As a local enforcement agency, the Building Department staff only has jurisdiction to inspect commercial coach installations occurring within the city limits. No additional interior plan check is required for the unit as this has already been reviewed by HCD through their Design Approval Agencies (for plan review and approval) and Quality Assurance Agencies (for in-plant inspection). Our responsibility is limited to verifying the submitted information – plot plan, installation instructions with specifications, and plans, which may include an HCD Standard Plan Approval – is suitable to the site conditions and coach. Compliance with current adopted codes for any on-site work such as grading and utility hook-ups within the property will also be enforced by the local agency.

### **Alteration Inspection Authority**

HCD approval is required when alterations are made to a commercial coach (other than the support system or foundation) such as changes to the structural, fire-life safety, plumbing, electrical,

mechanical and fire sprinkler systems and equipments. However, any exterior alterations are subject to the local jurisdiction (i.e., cabana, porch or stair modifications). If alterations to the commercial coach are made prior to or during installation or after occupancy without HCD approval, the “red seal” insignia will be **invalidated**.

### **Permits Required**

#### **Type of Uses Allowed**

A building permit is required for the installation of commercial coaches on a conventional set-up for the following allowed uses only:

- Temporary Offices (allowed by Planning with the issuance of a use permit)
- Temporary Classrooms for Private Schools (allowed by Planning with a conditional use permit)
- Temporary Commercial and Industrial Uses

A permit can only be issued to a property owner(s) or a licensed contractor.

For commercial coaches used as temporary sales offices in residential subdivisions, please refer to the *Commercial Coaches as Temporary Sales Trailers* handout.

### **Plan Submittal for Construction**

#### **Quantity**

- Seven (7) sets of plans and specifications for the commercial coach providing verification of design and construction approval from HCD, including foundation and stair details must be submitted; a completed Application for Permit form and plan check fees paid. Upon submittal of plans, they will be distributed to Planning, PW, Fire, EUD and Building Inspection for review.

- One (1) extra full size set of site plan and floor plan sheets only for the Assessor's office.

### Additional Requirements

- **Fire Department** plan review will be performed by the Building Department. The plan review will be performed in concurrent with the Building review.
- **Public Works** may collect sewer impact fees for new buildings. Payment of these fees must be made prior to permit issuance. Please contact **Public Works** at (209) 333-6706 for fee estimates.
- **Electric Utility Department** - Building Department will send a set of plans to EUD for their review. Contact information (209) 333-6811, 1331 S. Ham Lane.
- **Planning Department** - all projects will be routed to the Planning Department by the Building Department for their review. Contact information (209) 333-6711, 221 West Pine Street.

### Plan Review Timelines

For commercial plans, allow a minimum of **fifteen** business days for the first plan review; **ten** business days for any subsequent reviews.

### Minimum Plan Requirements

#### Coach Decal

For *commercial coaches*, provide the date of manufacture and HCD's insignia and approval.

#### Size

Minimum 18" x 24" and maximum 24" x 36" plans drawn to scale (i.e., floor plan:  $\frac{1}{4}" = 1' - 0"$ ), fully dimensioned, clear and legible. Single line floor plans are unacceptable.

#### Information

1. **Cover Sheet** - legal job address and APN (assessors parcel number); name, address and phone number of owner, contractor and contact person; name, address and phone number, title and registration information of project design professional; description of work including current applicable codes, type of construction, occupancy classification, if installing a fire sprinkler system; total floor area; zoning; index of drawings.
2. **Plot Plan** - lot dimension and parcel size; location of commercial coach with all setback

distances to property lines and other structures; easements; north arrow; street and right-of-way identifications, access roadways; fire hydrants and other existing and proposed utilities; location of gas/electrical/water meters and sewer/water lines; septic/well systems (if any); grade and pad elevations - verify if property is located in flood plain zone; ground slope drainage and topography. Plans shall be prepared by a registered civil engineer (if applicable).

The installation does not cover any additions or accessory structures such as deck, porch, carport, or garage, unless specifically included in the HCD approvals; these elements are typically constructed on-site. If the applicant plans to add accessory structures on the site, include information relating to these in the Application for Permit and construction plans, and obtain approval from Building Safety & Inspection. If accessory structures are partially supported by factory constructed structures, such additional loads must be included in the HCD approvals. Please refer to additional handouts available at the Building Safety & Inspection counter for specific design requirements.

3. **Manufacturer's Installation Instructions** - a copy to include specifications for the structural assembly of multiple-sections at the floor, walls and roof, roof closure, utility crossover connections, under-floor support locations and load specifications enforced by the local building inspector. Interior specifications should be previously reviewed and approved by HCD, however additional clarification may be requested if plans are unclear and do not comply with the proposed use or occupancy (i.e., exiting and occupancy requirements due to change of occupancy; rated walls due to distances to property lines, etc.).
4. **Foundation and Support System** - a complete foundation plan or a pier support system approved by HCD or designed by a California licensed engineer. The foundation or pier support system shall meet the requirements of the pier support system plan produced by the coach manufacturer and approved by HCD; OR by an HCD third-party agency, such as RADCO (Resources, Applications, Designs and Control Agency). The foundation or pier support system plan shall depict all support locations; spacing; loading at girders and marriage lines; be designed for gravity and lateral loads. *This information shall be specific to the floor plan of the coach.* The

pier support system plan can be found in the manufacturer's/builder's installation manual.

5. **Disabled Access** - compliance with disabled access provisions for accessible exterior exits, accessible parking, and accessible path of travel to the public sidewalk. If a restroom is not provided within the unit, fully compliant accessible restroom(s) shall be required on site. *An accessible path of travel to the restroom(s) shall be required from the commercial coach.*

### Insignia

Each complying coach is issued a HUD insignia affixed to the outside surface of the rear wall, at the floor level of *each* transportable section. The plates include related information such as occupancy group, design loads, exiting, fire safety, electrical, plumbing and mechanical.

### Inspections

After the commercial coach has been sited, the applicant is required to schedule an inspection. The Building Inspector inspects the unit to ensure that it has been properly sited and meets all applicable code requirements. Manufacturer's instructions must be at the site during the inspection. The following list includes inspection requirements for commercial coaches:

- Yard and setback requirements
- Permanent foundation
- Electrical hookup
- Site grading
- Final

#### **Inspection Phone Line**

The inspection phone line is **(209) 333-6716**, available 24 hours/day. Inspection requests received on a business day before 3:00 pm will be scheduled for the following business day.

(Note: morning or afternoon inspections cannot be guaranteed, please call the office in advance).

### Fees

Building fees are based on 1/2 the construction value of a new Type V-B office building, **plus** the full value of decks, ramps, stairs, and other related on-site improvements and electrical and plumbing.

## Application Forms

An Application for Permit form may be requested at the Building Department office located at:

Address: **221 West Pine Street**

Phone: **(209) 333-6714**